**INVITATION TO BID NO. 2025-01**

**Alabama Housing Finance Authority**

**7460 Halcyon Pointe Drive, Suite 200**

**Montgomery, AL 36117**

**Managed Print Services**

**Sealed bids must be received as directed below, by August 1, 2025 at 4:00 p.m., CDT, and will be publicly opened immediately thereafter. Late bids will be returned to the Vendor unopened.**

**Notice to bidders: The successful bidder will enter into a contract as provided on Page 5 (Award/Contract) to provide Managed Print Services as described on Page 2.**

**To Be Completed by Vendor**

Information in this section must be completed. Bid response must be in ink or typed with original signature and notarization.

Contact Person:

Vendor Name:

E-Mail Address:

Telephone Number:

Fax Number:

\*\*\*\*\* **Important Note** \*\*\*\*\*

Failure of a Vendor to comply with all mandatory terms, conditions and instructions in this Invitation to Bid (ITB) may result in disqualification of the Vendor. AHFA reserves the right to contact any Vendor submitting a bid for clarification.

**Submission of Sealed Bids**

***Sealed bids must be submitted to AHFA via U. S. Mail*, *express mail service* *or courier* to: Alabama Housing Finance Authority, Attention: General Counsel, 7460 Halcyon Pointe Drive, Suite 200, Montgomery, AL 36117.**

**Note: EMAIL OR FAX BIDS WILL NOT BE ACCEPTED AND WILL DISQUALIFY THE BIDDER.**

AHFA Contact Person: **Mark Waren at (334) 244-9200 or** **mwaren@ahfa.com**

**OPERATIONAL OVERVIEW**

The Alabama Housing Finance Authority (AHFA) was created in 1980 by Act No. 80-585 of the Alabama Legislature. AHFA is a public corporation and instrumentality of the State of Alabama dedicated to serving the housing needs of low and moderate-income Alabamians.

**Purpose and Description of Services**

AHFA intends to enter into a contractual agreement with the Vendor submitting the lowest responsible and responsive bid to provide maintenance services on all printers installed, now or in the future, at AHFA offices.

**Managed Print Services:** The successful Vendor will be required to perform the services described below. Should the bidder take exception to any such requirement or be unable to perform any service, the exception must be noted in the Bid. The failure or inability of the Vendor to perform such service or services may result in disqualification of the Vendor. The person signing the Bid Response on behalf of the Vendor must affirmatively indicate, by placing his or her initials in the spaces provided, that the Vendor understands and can meet or exceed each of the requirements listed below. Any exceptions must be clearly stated on a separate page and attached hereto and may result in disqualification of the Vendor.

1. Vendor will provide Managed Print Service on approximately fifty-seven (57) printers. See attached Appendix A. The number of printers may be increased or decreased during the term of the contract.

Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor’s Managed Print Service will include, but will not be limited to maintenance, parts, labor, travel and any other expense item that may be associated with this service. Vendor must supply toner, fuser maintenance kits, ADF maintenance kits, feed tires, transfer belts, rollers, pick fingers, sing arm assemblies, controller boards, LCD screens and any other consumables excluding paper from the effective date of the contract, no matter their remaining life.

Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. AHFA’s current anticipated monthly usage is as follows:

Black 135000 pages

Color 20000 pages

MICR 1800 pages

Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

**Specifications and Requirements**

**In addition to the Managed Print Services, the successful Vendor must meet the qualifications and be able to perform the services listed below in a time and manner satisfactory to AHFA and, upon request, provide documentation supporting any claim of compliance. The person signing the Bid Response on behalf of the Vendor must affirmatively indicate, by placing his or her initials in the spaces provided, that the Vendor is capable of performing each service and agrees to do so as required herein. Any exceptions must be clearly stated on a separate page attached hereto and may result in disqualification of the Vendor.**

1. Vendor must be able to provide four (4) hour average response time to routine service calls.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor must provide AHFA phone access to their Help Desk/Call Center from 8 am to 7 pm Central Time, Monday through Friday to report any issues.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor must keep parts and maintenance kits in stock for the printers currently used by AHFA and those installed during the term of the contract. Vendor must be able to provide delivery no later than the next business day.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor must be able to monitor AHFA’s printer fleet to determine when any printer requires service.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor will take into account any existing toner inventory that AHFA currently holds and will credit AHFA based on Vendors current cost to purchase toner.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Technicians employed by Vendor to perform maintenance on AHFA equipment must be OEM certified. If requested by AHFA, Vendor agrees to provide evidence of technician certification.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

1. Vendor must be able to respond to emergency situations within two (2) hours.

 Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Initials)

**Price Sheet**

**Vendor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated 2025 Monthly Volumes**

Black Ink Pages 135000

Color Ink Pages 20000

MICR Pages 1800

**Note: Volume may change month to month**

**Vendor Bid Price (USD)**

1. **Initial or One Time Cost for Implementation (If any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Recurring Costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Estimated Volume** |  | **Monthly Per Page Costs** | **Months** |  | **Total Recurring Costs** |
| Black Ink | 135000 | **X** |  | **X 36** | **=** |  |
| Color Ink | 20000 | **X** |  | **X 36** | **=** |  |
| MICR Ink | 1800 | **X** |  | **X 36** | **=** |  |

**Total Bid (Sum of Initial One Time Cost and all Recurring Costs)**

**for 60 months assuming AHFA exercises its options. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: The estimated volume is used to determine the low bidder. Vendor agrees to charge the same per page cost regardless of volume.**

**Signature and Notarization Required**

**I am an authorized representative of this company and have read the entire invitation to bid and agree to furnish the services required in this ITB at the prices quoted in accordance with applicable state and federal, guidelines or as approved by AHFA. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.**

**COMPANY NAME FEIN**

**MAILING ADDRESS CITY STATE \_\_\_**

**TITLE PHONE ( )**

**TYPE/PRINT AUTHORIZED NAME**

**AUTHORIZED SIGNATURE**

**SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF , 20\_\_\_\_.**

 **( SEAL )**

 **NOTARY PUBLIC**

**My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pages One (1), Two (2), Three, (3) Four (4), and Five (5) must be completed where applicable and returned with Vendor’s Bid.**

**Submission of Sealed Bid**

Bids should provide straightforward and concise descriptions of the Vendor’s ability to satisfy the requirements of this ITB. The Bid must be complete and accurate. Omissions, inaccuracies or misstatements will be sufficient cause for rejection of a bid. AHFA reserves the right to reject all bids and cancel the ITB at any time before the award of a contract.

**Award/Contract**

The successful Vendor will be required to enter into a three (3) year contract commencing on a date designated by AHFA, no earlier than August 31st, 2025 nor later than September 30th, 2025. Vendor must agree to extend the contract for two (2) additional one (1) year periods under the same terms and conditions at AHFA’s sole option. If, during the course of an awarded contract, operational discrepancies occur that adversely impact the ability of AHFA to timely conduct its normal operations or comply with state or federal guidelines, the Vendor agrees to discuss and timely remedy such discrepancies to the satisfaction of AHFA. Failure to respond in a timely manner and to comply with any reasonable request may result in the termination of the contract without penalty to AHFA.

If Vendor has a standard contract form that it expects to utilize for this transaction, the contract form must be included with the Bid and the Vendor must identify the provisions or sections of its contract that are non-negotiable. AHFA reserves the right to eliminate any bid if the Vendor’s non-negotiable contract terms or conditions are not satisfactory to AHFA.

The Bid award will be based upon the monthly cost for 36 months plus one-time costs to AHFA as specified on the Price Sheet (P. 4). Tie bids will be awarded to the bidder that, in the opinion of the Executive Director of AHFA, will best serve the interests of AHFA.

**STANDARD TERMS AND CONDITIONS**

BID INSTRUCTIONS

1. Vendor must address all terms, conditions, specifications and Vendor qualifications contained herein.
2. Bid envelopes or packages should be identified on front with ITB 2025-01 and bid opening date, along with company name, company representative name and telephone number. Bids must be in the AHFA office prior to the “Receive Date and Time” indicated herein. Bids received after the Receive Date and Time will be denied and returned unopened. AHFA does not assume responsibility for late bids for any reason including those due to postal or courier service delays.
3. Bid responses must be in ink or typed on the document or the bid will be rejected. **PAGES 1, 2, 3, 4 and 5 MUST BE COMPLETED WHERE APPLICABLE AND RETURNED with Vendor’s Bid.** All pages should be secured. AHFA does not assume responsibility for missing pages.
4. **Fax or Email bid responses will not be accepted and will result in the disqualification of the bidder.**
5. Any price change on a line must be initialed by the person signing the bid, or that line will be rejected. This includes a cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.

DISQUALIFIED/CANCELLED BID

The following is a partial list whereby a bid will be denied or disqualified:

1. Bid received late
2. Bid not signed/not original signature
3. Bid not notarized/not original signature of notary and/or no notary expiration
4. Required information not submitted with bid
5. Bid received by email or fax.
6. Bid not sealed and properly marked.

CERTIFICATIONS

Alabama law (Ala. Code §41-4-142) provides that every bid submitted, and every contract executed, shall contain the following certifications:

· That the Vendor, contractor, or an affiliate of a vendor or contractor, that makes sales for delivery into Alabama or leases for use in Alabama are properly registered, collecting, and remitting Alabama state and local sales and use tax, or simplified sellers use tax, and lease tax, as provided for by Article 4 of Chapter 12 of Title 40 and Articles 1, 2, and 4 of Chapter 23 of Title 40, of the Code of Alabama, or by any local act or ordinance.

· That the Vendor or affiliate is appropriately registered to collect and remit sales and use tax, or simplified sellers use tax and lease tax as required by law and submit to that state department or agency certification required by the Alabama Department of Revenue.

· That the Vendor or contractor that sells or leases supplies to a state department or agency, and each affiliate of that vendor or contractor that makes sales for delivery into Alabama, shall be required to collect and remit the Alabama sales and use tax, or simplified sellers use tax, and lease tax on all its sales and leases into the state.

INTERNET WEBSITE LINKS

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this ITB.

SALES TAX EXEMPTION

Pursuant to the Code of Alabama, 1975, as amended, Section 24-1A-12, AHFA is exempt from paying sales tax. An exemption letter will be furnished upon request.

REVIEW OF BIDS

Bids submitted in response to this ITB will be made available for review in the AHFA offices after a contract has been awarded. AHFA does not fax or mail copies of bids. If a Vendor wishes to review bids in our office, the request should be faxed to AHFA at (334-244-9214), ATTN: GENERAL COUNSEL. AHFA will arrange a convenient time and date for the review.

ADDITIONAL REQUIREMENTS

AWARD: Award will be made “all or none” to the lowest responsible bidder meeting all terms, conditions, specifications and Vendor qualifications, and that is determined to be most advantageous to AHFA.

DEFAULT: When a Vendor defaults on a contract/purchase order, AHFA can procure the goods or services from other sources and hold the Vendor responsible for any excess in price/handling. The Vendor may be barred from bidding for an indeterminate period.

REQUESTED INFORMATION: Requests for additional Vendor information must be furnished within two (2) business days from receipt of the request.

FIRM PRICING: All prices quoted should be firm for a period of ninety (90) days from the Vendor’s notification of award.